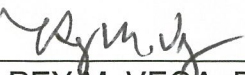


Guam Behavioral Health and Wellness Center		
TITLE: Interim Approval of GBHWC Policies and Procedures and Forms	REFERENCE #:	PAGE: 1
DIVISION: Inpatient/Outpatient- Administrative	AD-11	
APPROVED BY: 	EFFECTIVE: 8/30/2013	
REY M. VEGA, DIRECTOR	REVISED:	

PURPOSE:

- A. To allow for the approval and implementation of new policies and procedures (P&P) and forms to ensure the P&P/form is feasible.
- B. To allow for the quickest implementation possible for new P&Ps and forms necessary to meet regulatory requirements and local and federal laws and regulations.

POLICY:

- A. A P&P/form can be considered for interim approval if:
 - a. It is division/discipline specific (i.e., Nursing, Social Work, Psychiatry, etc.); and
 - b. It meets all the standard formatting requirements; and
 - c. It meets all regulatory requirements
- B. If the P&P/form is not division/discipline specific, it will be at the discretion of the Director, if the P&P can be approved as an interim P&P.
- C. An interim P&P/form is only valid for a time period of 90 days or less after it is signed effective.
 - a. A one-time-only extension of 90 days may be granted by the Director.
 - i. The reason for the extension must be provided by the originator in writing to the approving party.
 - 1. If the extension is approved all stakeholders shall be notified in writing (i.e., email, memo, etc.) by the P&P manager.

PROCEDURE:

- A. Each P&P/form shall be submitted to the policy and procedure manager (P&P manger) for a preliminary review including formatting and assigning a P&P/form number. The review shall also include ensuring the P&P/form is compliant with regulatory agencies, local and federal law, and current Center P&Ps/forms.
 - a. Anytime a P&P/form doesn't pass the preliminary review, it will be returned to the originator.
 - i. It may be resubmitted after the necessary changes are made.
 - b. As part of the submittal to the P&P manager, the originator must include written justification for submitting the P&P/form through the interim approval process.

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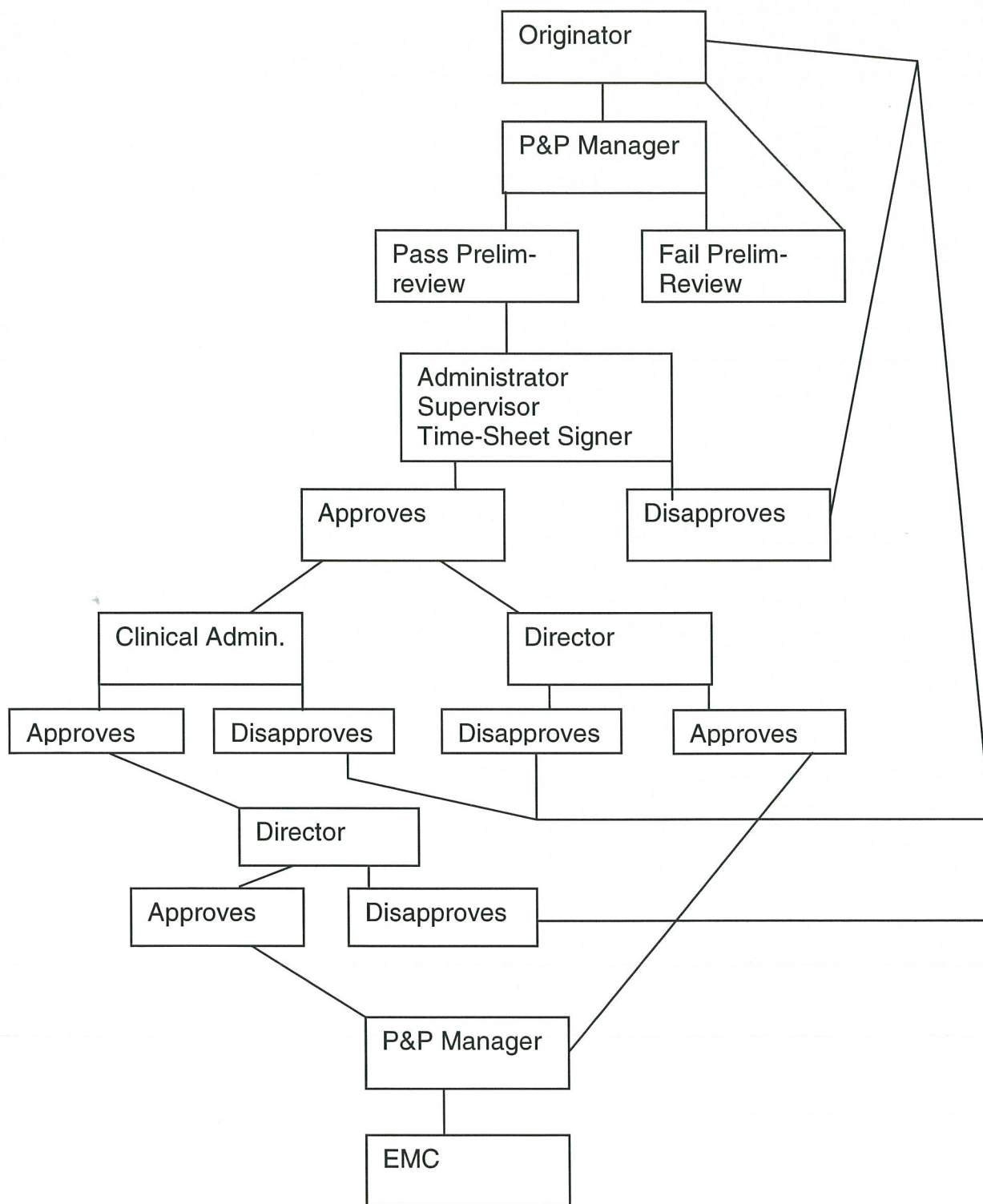
- B. After the P&P manger approves the P&P/form, he/she will notify the originator and submit it to the appropriate approving parties.
 - a. The P&P/form must be first approved by the supervisor/administrator of the division/discipline the P&P/form addresses.
 - i. If the division/discipline does not have a supervisor/administrator, the staff member who signs off on the disciplines time sheet shall be used for the approval party.
 - b. The P&P/form must then be submitted to the Clinical Administrator (if the division/discipline is under his/her leadership) or straight to the Director if the submitting discipline/division is not under the Clinical Administrator.
- C. Each approving party shall sign the Review and Endorsement Certification Form (F-AD-05) identifying his/her interim approval.
- D. The “Effective Date” block shall be written as “INT:MM/DD/YYYY” to identify the P&P/form as an interim P&P/form.
- E. If any of the approving parties makes any edit that significantly affects the overall policy, procedure, form or content, the P&P/form shall be returned to the originator for edits and re-submission to the P&P manager and approving parties.
- F. If any of the approving parties make grammatical edits or subtle policy, procedure, or content edits, the edits shall be made by the P&P manager and forwarded through the approval process.
- D. It is the responsibility of the approving supervisor/administrator to adequately supervise the implementation of the P&P/form and to ensure compliance.
- E. Upon approval, the P&P manager shall provide a hard copy of the interim P&P/form to all supervisors/administrators/offices.
- F. The approving parties may revoke his/her approval at any time for just cause (i.e., adverse reactions, change in law, etc.).
- G. The P&P/form shall be submitted to the Executive Management Committee (EMC) within 30-60 days of the effective date of the interim approval.
 - a. This allows time for the originator to make any necessary revisions based on feedback from staff after the P&P/form has been implemented.
 - b. The interim approval is valid as long as no substantive changes are made to the P&P/form by the EMC.
- G. Refer to the Interim Approval of Policies and Procedures and Forms Flow Sheet (F-AD-15).

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REFERENCES:

1. GBHWC Review and Endorsement Certification Form (F-AD-05)
2. GBHWC Interim Approval of Policies and Procedures and Forms Flow Sheet (F-AD-15)

GBHWC INTERIM APPROVAL OF POLICIES AND PROCEDURES AND FORMS FLOW SHEET



GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER REVIEW AND ENDORSEMENT CERTIFICATION

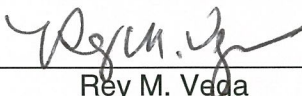
The signatories on this document acknowledge that they have reviewed and approved the following:

Submitted by: P&P Manager, Clinical Administrator, CSS
Supervisor, Adult Counseling Supervisor, Clinical
Psychologist

Policy and Procedure

Policy No.: AD-11

Title: Interim Approval of GBHWC Policies and Procedures
and Forms

Reviewed/Endorsed	Date	Signature
	8/30/2013	
Title	Rey M. Vega GBHWC Director	